

Date:

TO: 228/Facilities Operations and Maintenance Group

FROM:

SUBJECT: Request for Utility Outage/Connection

Building No. _____

Contractor _____ Contract No. _____

Type of Outage/Connection: _____

Date Required: _____ Time: From _____ To _____

Reason: _____

Building Custodian: _____ **Ext.** _____

Construction Inspector: _____ **Ext.** _____

Construction/Project Engineer: _____ **Ext.** _____

It is requested that confirmation be furnished either the engineer or inspector as soon as possible in order that timely arrangements can be made by the contractor.

Approved by: _____ **Ext.** _____

Date: _____